

CITY OF ORLAND

2018/2019 Budget



Adopted by City Council June 4, 2018

City Manager's Message

July 1, 2018

A Bzzzy year for Orland...

Fiscal year 2017 ended June 30th with excellent ongoing municipal operations and many terrific accomplishments including:

- Replacement of old worn-out playground equipment at Lely Park;
- Installation of solar power at most City facilities;
- Signing of a Master Tax Sharing Agreement enabling smoother future annexations;
- Completion of design plans for our Walker Street beautification & safety improvement project;
- Purchase of several new police patrol vehicles, a street sweeper and sewer-storm drain suction truck;
- And, of course...

Adoption by the whole community of Orland as *Queen Bee Capital of North America*! Even the Glenn County Fair helped answer the question, "What's all the Buzz about?" It's Orland!



Looking Ahead...

The budget for the coming fiscal year presents Orland's spending plan. It conservatively estimates revenues -- most of which are stable or better -- to provide services. Voter approval of the Measure A Public Safety Tax is making a significant positive difference in our ability to fund fire, police and related safety equipment. The budget funds essential services and many desired projects including:

- \$400,000 in new funds for fire dept equipment;
- Re-construction of Tehama Street from Woodward Avenue to Sixth Street;
- Construction of a recreation trail from Lely Park to a new neighborhood park at Linwood subdivision;
- Replacement of the critical sewer main on CR MM; and
- Completion of new controls using the latest technology for our drinking water wells.

The people of your City government look forward to continuing to serve the Orland community.

Peter R. Carr
City Manager

**CITY OF ORLAND
2018 - 2019 BUDGET
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City of Orland

2018 - 2019 Budget

City Council

Mayor
Vice-Mayor
Council Member
Council Member
Council Member

Charles W. Gee
Bruce T. Roundy
Salina J. Edwards
Dennis Hoffman
James Paschall, Sr.

Elected Officials

City Clerk
City Treasurer

Angela Crook
Deysy Guerrero (*appointed*)

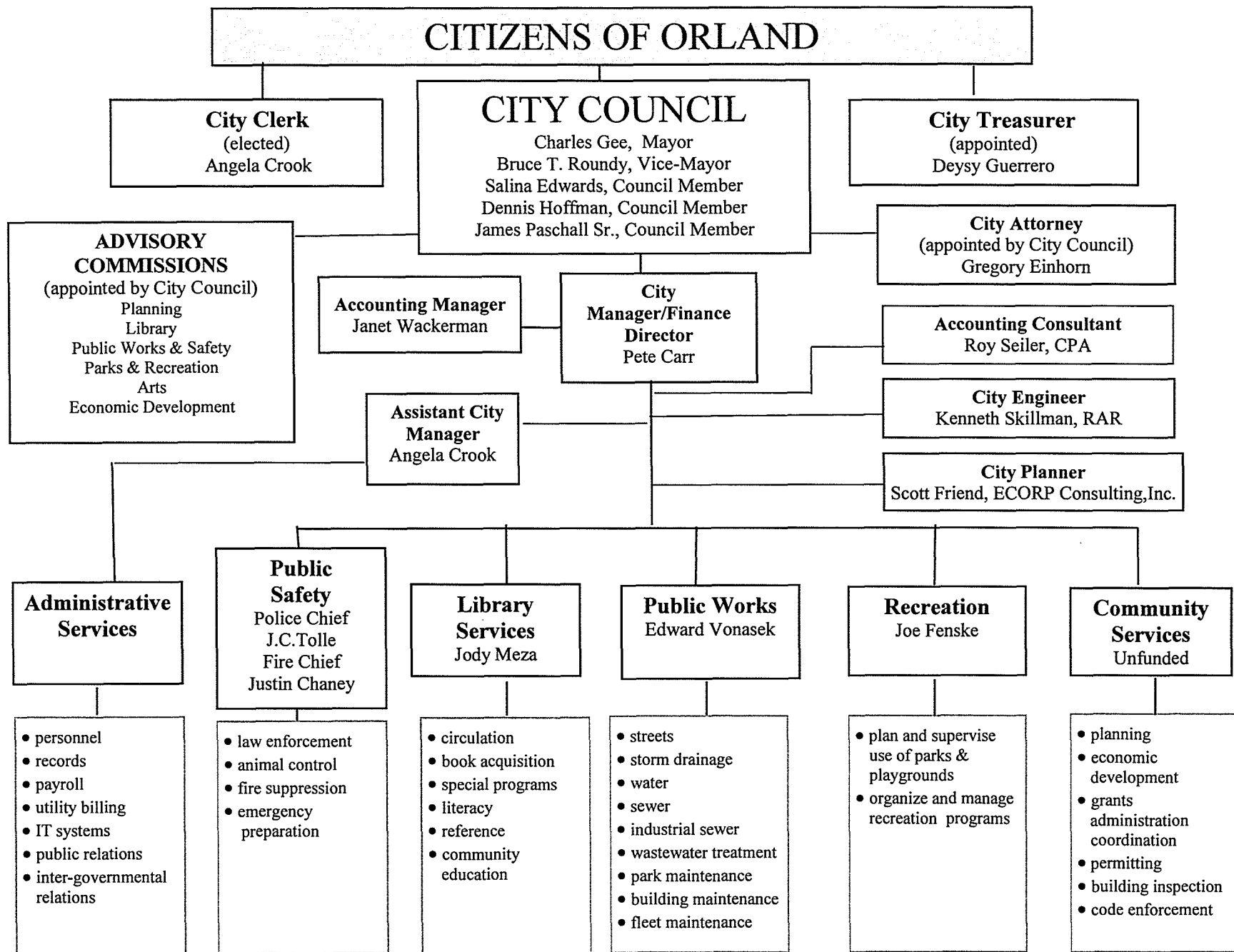
City Staff

City Manager/Director of Finance
Assistant City Manager
City Attorney
Chief of Police
Public Works Director
City Librarian
City Engineer
City Planner
Fire Chief
Recreation Director
Accounting Manager

Peter R. Carr
Angela Crook
Gregory H. Einhorn
J.C. Tolle
Edward Vonasek
Jody Meza
RAR/Kenneth Skillman
ECORP/Scott Friend
Justin Chaney
Joe Fenske
Janet Wackerman

Advisory Commissions

Public Works and Safety Commission
Planning Commission
Economic Development Commission
Parks and Recreation Commission
Library Commission
Arts Commission



**City of Orland
Summary of Major Fund Balances**

Fund Code	Fund Name	Fund Balance per Audit July 1, 2017	Fund Balance Adjusted July 1, 2017	Projected 2017-18		Fund Balance Projected June 30, 2018	Budgeted 2018-19		Fund Balance Budgeted June 30, 2019
				Revenues	Expenditures		Revenues	Expenditures	
00	General Fund	753,720	310,964	4,297,590	4,192,703	415,851	4,486,100	4,452,116	449,835
01	Measure A Safety Fund	163,616	163,616	750,000	670,000	243,616	900,000	780,700	362,916
21	Gas Tax Funds	117,335	117,335	304,900	362,000	60,235	1,509,600	1,529,900	39,935
35	Development Impact Fund	2,149,542	2,149,542	66,000	157,000	2,058,542	66,000	65,000	2,059,542
26	Water Enterprise Fund	1,643,897	1,643,897	1,476,000	1,255,915	1,863,982	1,470,000	1,134,765	2,199,217
27	Sewer Enterprise Fund	923,108	923,108	1,065,000	947,490	1,040,618	1,075,000	1,002,281	1,113,337
28	Sewer Industries Fund	100,554	100,554	65,100	61,899	103,755	68,538	68,538	103,755

Notes: Enterprise fund balances shown net of Current Assets minus Current Liabilities.

Water Fund does not include loan due from General Fund.

General Fund Expenditures 2017-18 includes <\$47k> adjustment for moving Building Fund into General Fund

CITY OF ORLAND
2018-2019 Budget - Measure A Public Safety Sales Tax Fund

Anticipated Revenues	\$ 900,000
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Budgeted Expenditures:

Fire:	Ladder truck payment (req'd + addt'l)	\$ 154,000	
	Set aside for fire equipment schedule	\$ 100,000	
	Facility & Equip Maint & Improvements*	\$ 50,000	
	Volunteer Support*	\$ 30,000	
	SCBA, Turnouts & wash equip system*	\$ 48,000	
	Communications -- radios, pagers, dispatch*	\$ 38,000	
	Set aside for future radio repeater project	\$ 15,000	
	Addt'l fencing for training facility*	\$ 15,000	
	* = shared with Rural		\$ 450,000

Police:	Patrol vehicle purchase payments	\$ 73,000	
	Patrol vehicle maintenance	\$ 5,000	
	Upgrade evidence storage facility	\$ 20,000	
	Patrol rifles, bullet-proof vests, uniforms	\$ 31,000	
	Communications - radios, dispatch	\$ 126,000	
			\$ 255,000

Public Works:	Fire hydrants, traffic trailer, road signs	\$ 68,000	
	Construct shop extension for fleet maint	\$ 105,000	
	Fleet service vehicle-- shared, financed	\$ 22,000	
			\$ 195,000

Total Budgeted Allocations	\$ 900,000
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Reserve for future Public Safety capital outlay (see above):	\$ (115,000)
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Total Expenditures this Fiscal Year	\$ 785,000
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CITY OF ORLAND

2018-2019

GENERAL FUND SUMMARY & PROJECTIONS

City of Orland
2018 - 2019 Budget -- General Fund Summary and Projections
(Not Including Measure A Public Safety Fund)

Audited Fund Balance, June 30, 2017	\$	917,336		
Less: Included in Measure A	\$	(163,616)		
Net Loan Advances	\$	(442,756)	\$	310,964

2017-2018, PROJECTED:

Revenues	\$	4,398,300		
Less Anticipated Shortfall, mostly in property tax and building permits	\$	(100,710)		
 Expenditures	 \$	 (4,286,312)		
Plus anticipated savings over budgeted amounts	\$	140,309		
 Reflect Change of Moving Building Department to General Fund As of July 1, 2017			 \$	 (46,700)
 Projected Fund Balance June 30, 2018			 \$	 415,851

2018-2019, Budgeted

Anticipated Revenues	\$	4,486,100		
 Budgeted Expenditures	 \$	 (4,452,116)		
 Budgeted Fund Balance, June 30, 2019			 \$	 <u>449,835</u>

The City of Orland City Council Policy of Size and Use of General Fund Reserves states that the City should maintain General Fund Reserves as follows:

	2016-2017	Computed Reserve		
General Fund Reserve - based on FY 2016-2017 actual				
One-Sixth of General Fund Expenditures	\$ 3,846,384	\$	641,064	
Five Percent of the Transient Occupancy Tax	\$ 54,449	\$	2,722	
Five Percent of the Sales Tax	\$ 1,497,711	\$	74,886	
Natural Disaster Response		\$	50,000	
Total General Fund Reserve			\$	<u>768,672</u>
 Desired Minimum Fund Balance Compared to Budgeted Fund Balance			 \$	 <u>(318,837)</u>

In addition, the General Fund continues to owe the Water Enterprise Fund approximately \$425,000.

CITY OF ORLAND

2018-2019

GENERAL FUND REVENUES

City of Orland
2017-2018 Budget - General Fund Revenues
(Not Including Measure A Safety Fund)

Revenue Source	2016-2017 Actual	2017-18 Adopted Budget	2017-18 Projected Revenues	2018-19 Proposed Budget
Taxes				
Property Tax	\$789,532	\$930,000	\$810,000	\$824,000
Property Tax in Lieu of VLF	586,845	590,000	660,000	650,000
Real Property Transfer Tax	18,239	18,000	18,000	22,000
Home Owners' Prop Tax Reimbursement	8,557	8,500	8,500	8,000
Sales Tax	1,497,711	1,875,000	1,837,000	1,836,000
Prop 172/Public Safety Augmentation	20,931	20,000	20,000	21,000
SLESA Public Safety	129,352	108,000	139,460	133,000
Business Licenses	19,383	21,000	21,000	21,000
Transient Occupancy Tax	54,499	60,000	60,000	56,000
Fines, Forfeitures and State Mandated Cost Reimb.	44,683	45,000	28,900	40,000
Investment Income	148	2,000	1,000	1,000
Rents and Royalties	49,437	50,000	45,000	53,200
Inter Governmental				
Library Allocation (County)	148,409	64,800	64,800	66,000
Library Allocation (City of Willows)	148,409	64,800	68,000	77,900
Charges for Services				
Franchise Fees	115,967	120,000	130,000	143,000
Zoning and Variance Fees	13,115	23,000	23,000	47,000
Building Permits and Related Charges		200,000	85,000	132,000
Library Fees	3,690	4,000	4,000	4,000
Green Waste Fees	12,984	15,000	15,000	15,000
Recreation, Park & Swim Programs	75,372	76,000	81,000	95,000
Other Revenues	11,177	8,000	8,000	22,000
Administrative Allocation to Enterprise Funds	220,000	260,000	301,390	319,000
Totals	\$3,968,440	\$4,563,100	\$4,429,050	\$4,586,100

CITY OF ORLAND

2018-2019

GENERAL FUND EXPENDITURES SUMMARY

City of Orland
2018-2019 Budget- Summary General Fund Expenditures By Department
Department Detailed Expenditures in Following Sections

Dept. Number	Department	2017-2018 Budgeted Expenditures	2017-2018 Projected Expenditures	2018-2019 Budgeted Expenditures
5010	City Council	\$ 87,950	\$ 79,550	\$ 58,950
5050	City Manager	\$ 227,704	\$ 218,169	\$ 233,257
5020	City Clerk	\$ 122,072	\$ 114,629	\$ 137,582
5030	City Finance	\$ 239,047	\$ 237,697	\$ 264,959
5040	City Attorney	\$ 56,400	\$ 44,000	\$ 47,000
5060	City Planning	\$ 113,650	\$ 113,200	\$ 92,700
5110	City Police	\$ 2,011,478	\$ 1,977,494	\$ 1,981,768
5120	City Fire	\$ 115,050	\$ 100,050	\$ 104,912
5070	City Building Inspection	\$ 206,758	\$ 86,450	\$ 96,551
5160	City Engineer	\$ 57,500	\$ 40,144	\$ 30,000
5190	City Facilities Maintenance	\$ 82,910	\$ 81,410	\$ 106,528
5170	City Streets	\$ 84,404	\$ 84,404	\$ 136,293
5250	City Parks Maintenance	\$ 168,843	\$ 169,843	\$ 192,148
5180	City Fleet Maintenance, After Allocation to Police and Fire		\$ 52,248	\$ 62,498
5260/1	City Recreation/ City Pool	\$ 320,324	\$ 325,324	\$ 326,644
5200	City Library	\$ 465,535	\$ 421,391	\$ 489,626
General Fund Portion of Debt Service (*) Presented as a Separate Dept. in 2018-19				\$ 90,700
TOTALS		\$ 4,359,625	\$ 4,146,003	\$ 4,452,116

(*) Excludes PERS Pension Obligation Bonds and PERS Unfunded Liabilities

CITY OF ORLAND

2018-2019

GENERAL FUND EXPENDITURES BY CITY DEPARTMENT

City Council
2018-2019 Budget
Fund 00, Department 5010

Object Code	Description	2016-2017	2017-2018	Projected	2018-2019
		Actual	Budget	2017-2018	Proposed
013	City Council Members' Stipends	\$ 14,740	\$ 15,000	\$ 15,000	16,700
110	Office Expenses	1,914	1,200	1,200	1,200
120	Special Dept.	1,280	1,500	-	
120	Special Dept. - Chamber of Commerce	6,100	30,000	30,000	9,000
120	Special Dept.- Façade/Signage Cost Share	5,612	10,000	3,100	15,000
150	Publications	1,404	1,400	1,400	1,400
160	Communications	193	600	600	600
210	Membership, Other	4,746	4,500	4,500	4,500
210	Membership (3Core)	3,500	3,500	3,500	5,500
240	Website Hosting and Maintenance	113	4,600	4,600	400
250	Travel/Training	4,747	4,000	4,000	4,000
280	Insurance/Bonds	774	650	650	650
640	Capital Improvements				
	Sub total	45,123	76,950	68,550	58,950
	Fifth Street Parking Lot Debt Service	11,493	11,000	11,000	
Total General Fund Appropriations		\$ 56,616	\$ 87,950	\$ 79,550	\$ 58,950

City Manager
2018-2019 Budget
Fund 00, Department 5050

Object Code	Description	2016-2017 Actual	2017-2018 Budget	Projected 2017-2018	2018-19 Proposed
010-045	Salaries and Benefits	\$ 166,174	\$ 188,576	\$ 182,041	178,454
	PERS Unfunded liability				20,536
110	Office Expenses	3,031	2,200	2,200	2,200
120	Special Departmental	1,934	5,500	5,500	
120	Special Departmental-Technology Upgrades				2,670
160	Communications	1,003	2,500	2,500	1,000
210	Professional and Contract Services	2,293	3,300	300	3,000
240	Membership and Dues	1,478	1,000	1,000	1,500
250	Travel/Training	1,843	6,500	6,500	1,500
270	Fuel	80	300	300	100
280	Insurance/Bonds	5,746	5,350	5,350	5,350
	Sub total	183,583	215,226	205,691	216,310
291	Pension Obligation Debt Service	14,595	12,478	12,478	16,947
Total General Fund Appropriations		\$ 198,178	\$ 227,704	\$ 218,169	\$ 233,257

City Clerk
2018-2019 Budget
Fund 00, Department 5020

Object Code	Description	2016-2017 Actual	2017-2018 Budget	Projected 2017-2018	2018-2019 Proposed
010-045	Salaries and Benefits	\$ 85,483	\$ 94,129	\$ 90,186	90,050
	PERS unfunded liability				13,176
110	Office Expenses	3,056	2,900	2,900	2,900
120	Special Departmental - Other	889	3,800	300	
120	Special Departmental - Technology Upgrades				5,070
125	Election Charges	5,740	0	0	5,000
150	Advertising	889	800	800	800
160	Communications	509	1,000	1,000	1,000
200	Equipment Maintenance		100	100	100
210	Professional and Contract Services	11,771	10,300	10,300	8,000
240	Membership and Dues	205	200	200	200
250	Travel/Training	213	200	200	200
280	Insurance/Bonds	2,847	2,500	2,500	2,500
	Sub total	111,602	115,929	108,486	128,996
291	Pension Obligation Debt Service	8,041	6,143	6,143	8,586
Total General Fund Appropriations		\$ 119,643	\$ 122,072	\$ 114,629	\$ 137,582

City Finance
2018-2019 Budget
Fund 00, Department 5030

Object Code	Description	2016-2017 Actual	2017-2018 Budget	Projected 2017-2018	2018-2019 Proposed
010-045	Salaries and Benefits	87,440	\$ 145,721	\$ 145,721	142,800
	PERS Unfunded liability				17,822
110	Office Expenses	4,747	5,750	5,750	5,150
120	Special Departmental - Other	310	1,000	1,000	
120	Special Departmental - Technology Upgrades				5,070
150	Publications		300	300	450
160	Communications	659	800	800	1,400
210	Professional Services-Consultant	38,246	40,000	38,000	46,100
223	Professional Services - Independent Audit	23,025	23,000	24,650	25,000
210	Professional Services - Other	4,148	6,100	6,100	7,000
224	Professional Services - PERS GASB 68	800	1,300	1,300	1,300
240	Memberships	110	250	250	250
250	Travel/Training	741	1,000		1,000
280	Insurance/Bonds	3,719	4,000	4,000	
	Sub total	163,944	229,221	227,871	253,342
291	Pension Obligation Debt Service		9,826	9,826	11,617
Total General Fund Appropriations		\$ 163,944	239,047	237,697	264,959

City Attorney
2018-2019 Budget
Fund 00, Department 5040

Object Code	Description	2016-2017 Actual	2017-2018 Budget	Projected 2017-2018	2018-2019 Proposed
110	Office Expenses	0	0		
210	Professional Services - Retainer	43,980	46,000	44,000	47,000
210	Professional Services - Special Services	15,495	8,000		
280	Insurance/Bonds	2,922	2,400		
	Sub total	62,397	56,400	44,000	47,000
Total General Fund Appropriations		\$ 62,397	\$ 56,400	\$ 44,000	\$ 47,000

City Planning Department
2018-2019 Budget
Fund 00, Department 5060

Object Code	Description	2016-2017 Actual	2017-2018 Budget	Projected 2017-2018	2018-2019 Proposed
110	Office Expenses	3,580	3,000	3,000	3,000
120	Special Departmental-Technology Upgrades				2,670
120	Special Departmental-other	384			14,330
150	Publication	997	2,000	2,000	2,000
160	Communications	662	700	700	700
210	Nexus Study for Land Development Fees		20,000	20,000	
210	Professional and Contract Services	74,444	60,000	65,000	60,000
210	Special Projects - General Plan Amendment		0	0	
210	Contract Services - Chico State GIS	7,337	10,000	10,000	
210	City Contribution to LAFCO	10,000	10,000	10,000	10,000
232	Filing Fees		2,500	2,500	
280	Insurance/Bonds	3,453	5,450		0
	Sub total	100,858	113,650	113,200	92,700
Total General Fund Appropriations		\$ 100,858	\$ 113,650	\$ 113,200	\$ 92,700

City Police
2018-2019 Budget
Funds 00 and 04, Departments 5110 and 5115

Object Code	Description	2016-2017 Actual	2017-2018 Budget	Projected 2017-2018	2018-2019 Proposed
010-045	Salaries and Benefits	\$ 1,497,636	\$ 1,505,366	\$ 1,438,082	1,514,557
	PERS unfunded liability				132,181
110	Office Expenses	5,322	5,600	5,600	5,600
120	Dept. Expense - Supplies	32,037	30,000	30,000	30,000
120	Special Department-Technology Upgrades				2,700
140	Uniform Allowance	15,371	15,000	15,000	
160	Communications	3,216	10,000	6,000	
200	Equipment Maintenance	90,405	6,000	60,000	
210	Professional and Contract Services	20,955	35,000	35,000	30,000
221	Dispatch Services from Glenn County	93,000	95,800	95,800	
222	Animal Control Services from Glenn County	41,250	56,600	55,000	55,000
240	Membership and Dues	476	900	900	900
250	Travel/Training	17,733	14,000	14,000	14,000
270	Fuel	33,958	28,000	28,000	33,000
280	Insurance/Bonds	37,542	43,850	43,850	44,000
285	Interest and Debt Service Expense		1,500		
	Fleet Maintenance Allocation		70,000	56,400	60,000
	Sub total		1,917,616	1,883,632	1,921,938
	Traffic Speed Trailer	9,501	-	-	
291	Pension Obligation Debt Service	193,891	193,862	193,862	159,830
Total General Fund Appropriations		\$ 2,092,293	\$ 2,111,478	\$ 2,077,494	\$ 2,081,768

Note: Police department expenditures of \$255,000 are in the Measure A Budget.

City Fire
2018-2019 Budget
Fund 00, Department 5120
(Not Including Measure A Public Safety Fund)

Object Code	Description	2016-2017 Actual	2017-2018 Budget	Projected 2017-2018	2018-2019 Proposed
010-045	Salaries and Benefits			0	46,842
	PERS unfunded liability				12
014	Fire Department Assistance	14,850	\$ 22,000	\$ 22,000	
045	Workers' Compensation Insurance (Volunteers)		10,600	10,600	11,008
110	Office Expenses	1,208	1,000	1,000	1,000
120	Dept. Expense - Fire Apparatus	8,175	-	-	
120	Special Departmental-Technology Upgrades				550
160	Communications - Dispatch	27,492	26,000	17,000	
170	Utilities	16,750	8,000	12,000	2,000
190	Building Maintenance	10,421	9,000	9,000	
200	Equipment Maintenance	18,607	2,000	2,000	
210	Professional and Contract Services	522	8,000	8,000	11,000
250	Travel/Training	110	8,000	8,000	8,000
270	Fuel	3,812	3,500	3,500	4,000
280	Insurance/Bonds	683	1,950	1,950	5,500
	Fleet Maintenance Allocation		15,000	15,000	15000
	Maintenance and Operations	102,631	115,050	110,050	104,912
550	Capital Outlay				
	Ladder Truck Deposit/Lease Payment	124,271			
Total General Fund Appropriations		\$ 226,902	\$ 115,050	\$ 110,050	\$ 104,912

Note: Fire expenditures of \$445,000 are in the Measure A Budget.

City Building Inspection
2018- 2019 Budget
Fund 00, Department 5070

Object Code	Description	Excluding Code	Including Code Enforcement		Including
		Enforcement:			Code Enforce.
		2016-2017	2017-2018	Projected	2018-2019
		Actual	Budget	2017-2018	Proposed
010-045	Salaries and Benefits	\$ 92,128	\$ 132,017	\$ 11,000	29,851
110	Office Expenses	4,788	2,300	2,300	2,300
120	Special Department Expense	2,389	2,000	2,000	2,000
120	Special Department Expense - Technology Upgrades				
160	Communications and Public Notices	1,327	1,400	1,400	1,400
200	Equipment Maintenance and Leases	7	1,000	1,000	200
210	Professional Services (Plan Review)	450	50,000	10,000	10,000
220	Contract Services (Inspection)	16,794		50,000	56,500
240	Dues and Memberships	38	1,000	1,000	
250	Training and Travel	6,983	3,000	3,000	
270	Gasoline	171	800	800	800
280	Insurance Allocation		3,950	3,950	
	Other				
	Subtotal	125,075	197,467	86,450	103,051
291	Pension Obligation Debt Service		9,291		
	Total General Fund Appropriations	\$ 125,075	\$ 206,758	\$ 86,450	\$ 103,051

Revenues Generated

Building Permit Fees and Other Charges

\$ 200,000 \$ 85,000 \$ 132,000

City Engineer
2018-2019 Budget
Fund 00, Department 5160

Object Code	Description	2016-2017 Actual	2017-2018 Budget	2017-2018 Projected	2018-2019 Proposed
210	Engineering Services	19,199	55,000	40,144	30,000
280	Insurance/Bonds	2,390	2,500		
	Other				
	Sub total	21,589	57,500	40,144	30,000
Total General Fund Appropriations		\$ 21,589	\$ 57,500	\$ 40,144	\$ 30,000

City Facilities Maintenance
2018-2019 Budget
Fund 00, Department 5190

Object Code	Description	2016-2017 Actual	2017-2018 Budget	Projected 2017-2018	2018-2019 Proposed
010-045	Salaries and Benefits	\$ 87,536	\$ 44,794	\$ 44,794	46,434
	PERS unfunded liability				2,969
110	Office Expenses	472	750	750	750
120	Special Department Expense	7,031			2,500
170	Utilities	16,940	15,500	14,000	10,000
190	Miscellaneous Supplies and Services	26,475	15,500	15,500	15,500
210	Contract Cleaning Services		0	0	
280	Insurance/Bonds	831	1,300	1,300	1,300
640	Capital Improvements	3,384			
	Sub total	142,668	77,844	76,344	79,453
	Security Cameras		2,000	2,000	2000
546	Library and Carnegie Center ADA upgrades				20,000
291	Pension Obligation Debt Service	2,682	3,066	3,066	5,075
Total General Fund Appropriations		\$ 145,350	\$ 82,910	\$ 81,410	\$ 106,528

City Streets Maintenance
General Fund Portion
2018-2019 Budget
Fund 00, Department 5170

Object Code	Description	2016-2017 Actual	2017-2018 Budget	Projected 2017-2018	2018-2019 Proposed
010-045	Salaries and Benefits		\$ 208,890	\$ 208,890	226,703
	PERS Unfunded liability				9,663
	Less: Gasoline Tax Wages & Benefits		(150,000)	(150,000)	(120,000)
120	Special Departmental		2,000	2,000	2,000
140	Uniforms		1,000	1,000	1,000
280	Insurance/Bonds		5,450	5,450	5,450
	Sub total		67,340	67,340	124,816
	Debt Service, Bucket Truck (10%)		4,200	4,200	See Dept 9000
291	Pension Obligation Debt Service		12,864	12,864	11,477
Total General Fund Appropriations		\$ -	\$ 84,404	\$ 84,404	\$ 136,293

Note: The majority of the City's street costs are paid through the Highway Users Tax special revenue fund which is shown separately on page 29.

City Parks Maintenance
2018- 2019 Budget
Fund 00, Department 5250

Object Code	Description	2016-2017 Actual	2017-2018 Budget	Projected 2017-2018	2018-2019 Proposed
010-045	Salaries and Benefits	\$ 141,266	\$ 114,948	\$ 114,948	136,283
	PERS Unfunded liability				13,234
110	Office Expenses	90	100	100	100
120	Dept. Expenses - Repair, Supplies & Services	19,718	13,000	16,000	13,000
140	Uniforms	846	600	600	600
160	Communications	158	500	500	500
170	Utilities	1,627	1,800	1,800	1,800
200	Equipment Maintenance & Lease	8,242	5,000	5,000	8,000
280	Insurance/Bonds	2,032	3,350	3,350	3,350
	Tree Replacement		2,500	500	1,000
	Other				
	Sub total	173,978	141,798	142,798	177,867
	Capital Outlay, Security Cameras		6,000	6,000	
195	Debt Service, Bucket Truck (30%)	5,091	13,000	13,000	See Dept 9000
291	Pension Obligation Debt Service	9,673	8,045	8,045	14,281
Total General Fund Appropriations		\$ 188,742	\$ 168,843	\$ 169,843	\$ 192,148

City Fleet Maintenance

2018-2019 Budget

Fund 00, Department 5180

Object Code	Description	2016-2017 Actual	2017-2018 Budget	Projected 2017-2018	2018-2019 Proposed
010-045	Salaries and Benefits	\$ -	\$ 41,218	\$ 41,218	39,485
	PERS unfunded liability				13
110	Office Expenses	-	2,030	2,030	
120	Special Department Expense, Police	-	34,000	26,000	60,000
120	Special Department Expense, Fire	-	34,000	26,000	15,000
120	Special Department Expense, Other City	-	34,000	26,000	20,000
170	Utilities	-	6,000	6,000	3,000
291	Pension Obligation Debt Service		1,752	1,752	
	Sub total	-	151,248	127,248	
	Allocation of Expenditures to Specific Departments:				
	Police		(70,000)	(60,000)	(60,000)
	Fire		(15,000)	(15,000)	(15,000)
Total Non Allocated General Fund Appropriations		\$ -	\$ 68,000	\$ 52,248	\$ 62,498

**City Recreation and Pool
2018-19 Budget**

Fund 00, Departments 5260 and 5261

Object Code	Description	2016-2017 Actual	2017-2018 Budget	Projected 2017-2018	2018-2019 Proposed
010-045	Salaries and Benefits	\$ 185,799	\$ 175,703	\$ 175,703	192,962
	PERS unfunded liability				13,747
110	Office Expenses	2,283	2,600	2,600	2,600
120	Dept. Expenses - Recreation	47,227	47,000	47,000	41,900
120	Dept. Expenses - Pool related	59,736	35,000	30,000	35,000
120	Special Department-Technology Upgrades	1,966			5,100
160	Communications	313	2,200	2,200	2,200
170	Utilities	14,475	30,000	20,000	8,000
170	Utilities - Pool related	13,664		20,000	7,000
200	Equipment Maintenance	1,096	200	200	200
210	Professional Services	2,354	6,500	6,500	1,200
270	Gas and Oil	1,008	1,700	1,700	1,700
280	Insurance/Bonds	6,007	5,800	5,800	5,800
	Other				
	Sub total	335,928	306,703	311,703	317,409
291	Pension Obligation Debt Service	7,910	13,621	13,621	9,235
Total General Fund Appropriations		\$ 343,838	\$ 320,324	\$ 325,324	\$ 326,644

City Library
2018-2019 Budget
Fund 00, Department 5200

Object Code	Description	2016-2017 Actual	2017-2018 Budget	Projected 2017-2018	2018-2019 Proposed
010-045	Salaries and Benefits	\$ 277,295	\$ 370,009	\$ 325,865	366,260
	PERS unfunded liability				48,241
110	Office Expenses	6,001	4,500	4,500	4,500
120	Special Department Expense	7,447	11,000	11,000	10,450
120	Special Department-Technology Upgrades				550
160	Communications	1,964	1,500	1,500	1,500
170	Utilities	11,062	8,700	8,700	8,000
200	Equipment Maintenance	4,544	3,000	3,000	2,200
200	Equipment Computer Related		2,200	2,200	
210	Professional and Contract Services	5,336	8,000	8,000	6,000
250	Travel/Training	2,400	2,400	2,400	2,400
280	Insurance/Bonds	10,946	10,250	10,250	10,250
	Sub total	326,994	421,559	377,415	460,351
	ADA Corrections, Library Facilities		20,000	20,000	
	Pension Obligation Debt Service	24,386	23,976	23,976	29,275
	Total General Fund Appropriations	\$ 351,380	\$ 465,535	\$ 421,391	\$ 489,626

Revenue Allocations

Glenn County and the City of Willows

\$ 129,600 \$ 132,800 \$ 143,900

CITY OF ORLAND

2018-2019

**WATER & SEWER DEPARTMENT
ENTERPRISE FUNDS**

City of Orland
2018 - 2019 Budget -- Water Enterprise Operating & Capital Replacement

Description	2016-2017 Actual	2017-2018 Adopted Budget	2017-2018 Projected	2018-19 Proposed Budget
Revenues				
Water Service Fees	\$ 1,226,808	\$ 1,400,000	\$ 1,410,828	1,432,000
Water Line Foot Charges, Capacity & Meter Hook-up Fees		\$ 75,000	\$ 75,000	45,000
Other Revenues	2,030	1,000	1,000	
Total Revenues	\$ 1,228,838	\$ 1,476,000	\$ 1,486,828	\$ 1,477,000
Personnel Services including wages and benefits	444,047	333,215	333,215	363,478
PERS unfunded liability			35,991	29,009
Operating				
Office Expenses	8,090	7,700	10,100	12,000
Special Departmental Supplies and Tools	120,176	53,700	53,800	30,000
Uniform and Boot Allowance	1,148	1,600	1,600	1,600
Communications	6,636	9,800	9,700	9,800
Utilities	161,479	175,000	230,000	40,000
Rents and Leases	12,000	12,000	12,000	12,000
Equipment Maintenance	44,947	55,000	45,000	24,400
Professional and Contract Services	28,414	41,800	25,000	30,000
State Regulatory Fees		15,300	12,000	
Training and Travel	1,015	3,000	1,000	2,000
Fuel	14,900	23,000	18,000	18,000
Insurance Allocation	8,103	9,100	11,274	8,100
Pension Obligation Debt Service	23,273	24,100	24,100	52,061
SGMA JPA Cost Share		25,000	9,200	18,300
Other-Technology Upgrades				3,870
Administrative Allocation	120,856	151,000	155,000	181,600
Total Operating Expenditures	995,084	940,315	986,980	836,218
Other Expenditures				
Capital Outlay	11,935	0	209,500	67,500
Water Meters at Parks		20,000		35,000
Rebuild Central Street Well House		40,000		40,000
Debt Service, Equipment	62,078	29,000	21,500	25,800
Eva Drive Well Debt Service Payments		38,700	38,700	38,700
Energy Efficiency Debt Service			0	57,500
Solar Project Debt Service			21,930	60,700
Total Other Expenditures	74,013	127,700	291,630	325,200
Revenue in Excess of Expenditures	\$ 159,741	\$ 407,985	\$ 208,218	\$ 315,582

City of Orland
2018 - 2019 Budget – Sewer Enterprise Operating & Capital Replacement

Description	2016-2017 Actual	2017-2018 Adopted Budget	2017-2018 Projected	2018-19 Proposed Budget
Revenues				
Sewer Service Fees	\$ 871,648	\$ 990,000	\$ 1,012,000	1,025,000
Capacity and Hook Up Charges	165,610	75,000	53,000	50,000
Other Revenues	1,156			
Total Revenues	<u>1,038,414</u>	<u>1,065,000</u>	<u>1,065,000</u>	<u>1,075,000</u>
Personnel Services including wages and benefits	388,952	285,459	285,459	249,057
PERS unfunded liability			25,474	15,246
Operating				
Office Expenses	7,993	7,500	10,100	7,500
Special Departmental Supplies and Tools	88,886	50,000	25,500	9,000
Uniform and Boot Allowance	1,148	1,600	1,600	1,600
Memberships and Dues	27,608		15,000	15,000
Communications	1,850	4,900	1,800	2,000
Utilities	2,779	27,000	68,000	24,000
Rents and Leases	12,000	12,000	12,000	12,000
Equipment Maintenance	43,881	46,000	25,500	33,000
Professional and Contract Services	103,500	28,000	46,000	15,200
Sewer Line Inspection Costs		0	0	
State Regulatory Fees		15,000	15,000	15,000
Training and Travel	1,129	600	1,000	600
Gasoline	14,210	17,500	16,500	17,500
Insurance Allocation	7,021	8,300	8,100	7,238
Pension Obligation Debt Service	20,789	16,831	17,600	29,199
Other-Technology Upgrades				3,870
Administrative Allocation	<u>86,708</u>	<u>99,000</u>	<u>99,000</u>	<u>124,600</u>
Total Operating Expenditures	<u>808,454</u>	<u>619,690</u>	<u>673,633</u>	<u>581,610</u>
Other Expenditures				
Capital Outlay	12,097		209,900	67,500
Environmental Study				50,000
Debt Service, Equipment Purchases	41,288	29,000	22,800	27,400
Debt Service, Energy Effic.			-	1,500
Debt Service, Solar			20,200	55,900
Debt Service Payments for the Blue Frog Aerator		89,300	114,400	137,300
Total Other Expenditures	<u>53,385</u>	<u>118,300</u>	<u>367,300</u>	<u>339,600</u>
Revenue in Excess of Expenditures	<u>\$176,575</u>	<u>\$327,010</u>	<u>\$24,067</u>	<u>\$153,790</u>

City of Orland
2018 - 2019 Budget -- Industries Sewer Enterprise

Description	2016-2017 Actual	2017-2018 Adopted Budget	2017-2018 Projected	2018-19 Proposed Budget
Revenues				
Sewer Service Fees from Olive Processors	\$ 44,780	\$ 65,000	\$ 70,000	\$ 66,675
Interest Income Allocation	343	100	100	
Total Revenues	45,123	65,100	70,100	66,675
Personnel Services including wages and benefits	8,288	40,837	40,837	40,904
PERS unfunded liability				2,851
Operating				
Special Departmental Supplies and Tools	1,642	100	100	100
Uniform Allowance		1,100	1,100	1,100
Utilities		4,800	4,800	3,500
Rents and Leases		1,800	1,800	1,800
Professional and Contract Services		700	700	700
Insurance Allocation		800	800	900
PERS Side Fund Debt Service		1,762	1,762	2,020
Administrative Allocation	7,503	10,000	10,000	12,800
Total Expenditures	17,433	61,899	61,899	66,675
Revenue in Excess of Expenditures	\$ 27,690	\$ 3,201	\$ 8,201	\$ -

CITY OF ORLAND

2018-2019

SPECIAL REVENUE FUNDS

City of Orland
2018 - 2019 Budget - Gas Tax Funds

	HUTA and RSTP Fund	Local Transportation Fund	STIP Fund	S.B. 1 Road Maint. Rehab Fund (New)	Totals
Audit Balance, June 30, 2017	\$ 117,335	\$ 10,296	\$ (1,782)	\$ -	\$ 125,849
Anticipated Revenues, 2017-18	\$ 260,600			\$ 44,300	\$ 304,900
Projected Expenditures, 2017-18	\$ (335,000)			\$ (27,300)	\$ (362,300)
Projected Fund Balances at June 30, 2018	\$ 42,935	\$ 10,296	\$ (1,782)	\$ 17,000	\$ 68,449
2018-19 BUDGET					
Estimated HUTA Apportionments Payable -- State of CA	\$ 160,000			\$ 139,600	\$ 299,600
Projected RSTP Revenues	\$ 93,000				\$ 93,000
Projected STIP Revenues			\$ 1,090,000		\$ 1,090,000
Total Projected Revenues	\$ 253,000	\$ -	\$ 1,090,000	\$ 139,600	\$ 1,482,600
Budgeted Expenditures transferred from the Streets and Storm Drains Department to be paid with Non Discretionary Street Funds					
City Engineer and Other Administrative Costs					\$ -
Street Wages & Benefits	\$ 120,000				\$ 120,000
Street Lighting and Utilities	\$ 80,000				\$ 80,000
Road Patching and Sealing					\$ -
Equipment Maintenance					\$ -
Street Related Capital Additions					\$ -
Street Sweeper (50%)					\$ -
Public Works Related Debt Service	\$ 101,300				\$ 101,300
Rehabilitate a portion of Tehama Street from Woodward Ave to East Ave			\$ 1,090,000		\$ 1,090,000
				\$ 138,600	\$ 138,600
Total Budgeted Expenditures	\$ 301,300	\$ -	\$ 1,090,000	\$ 138,600	\$ 1,529,900
Projected Balance at June 30, 2019	\$ (5,365)	\$ 10,296	\$ (1,782)	\$ 18,000	\$ 21,149

City of Orland
2018- 2019 Budget -- Library Memorial and Hanbery Trust Fund

Projected Fund Balance at July 1, 2018	\$ 79,875
Estimated Donations	600
Estimated Interest Income for the Year	120
Less: Special Departmental - Publications	(5,000)
	<hr/>
Anticipated Balance at June 30, 2019	<u><u>\$ 75,595</u></u>

CITY OF ORLAND

2018-2019

**ESTABLISHED & AUTHORIZED
POSITIONS**

City of Orland
Established, Authorized and Unfunded Positions
For the Fiscal Year 2018 -- 2019

Established Position Titles	Optimal Staffing	Contract Professionals	Funded Employees	Unfunded Positions
City Manager	1.0		1.0	
Assistant City Manager - City Clerk	1.0		1.0	
City Attorney	0.5	0.5		
City Engineer	0.5	0.5		
City Planner	0.5	0.5		
Accounting Consultant	0.5	0.5		
Accounting Manager/Grants Admin	1.0		1.0	
Accounting Tech II	1.0		1.0	
Accounting Tech I	1.0			1.0
Admin Tech I / Cust Svc	1.0			1.0
Community Services Director	1.0			1.0
City Building Official	1.0		1.0	1.0
Building Inspector	1.0	0.5		0.5
Code Enforcement Officer	0.5	0.5		0.5
Permit Tech	1.0		0.5	0.5
Chief of Police	1.0		1.0	
Police Sergeants	2.0		2.0	
Police Patrol Officers (1 Funded by COPs Grant)	8.0		8.0	
Detective	1.0		1.0	0.0
GLNTFF	1.0			1.0
School Resource Officer	1.0			1.0
Police Clerk/Records	1.0		1.0	
Community Service Officer/Evidence Technician	1.0		1.0	
Director of Public Works	1.0		1.0	
Public Works Supervisor / Foreman	1.0		1.0	
Admin Support/Grants/Cust Svc	1.0		0.5	0.5
Water Treatment Operator	2.0			2.0
Wastewater Treatment Operator	2.0		1.0	1.0
Equipment Mechanic	2.0		2.0	
Equipment Operator	1.0			1.0
Maintenance Workers	7.0		7.0	
Facilities Custodian	1.0			1.0
Green Waste Operator	0.5		0.5	
Recreation Director	1.0		1.0	
Recreation Assistant PT (+ seasonal help)	0.5		0.5	
City Librarian (shared with Willows)	1.0		0.5	0.5
Librarian - Technician III Cataloguer	1.0		1.0	
Library Technician III	2.0		1.0	1.0
Children's Librarian	1.0		1.0	
Library Assistants (2PT @ .5 = 1 FTE)	1.0		1.0	
Totals	54.5	3.0	38.5	14.5

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CITY OF ORLAND

2018-2019

**OBJECTIVES; FUNDED PROJECTS
AND
CAPITAL OUTLAYS**

**CITY OF ORLAND OBJECTIVES FY18-19
FUNDED PROJECTS & CAPITAL OUTLAYS**

Priorities	More Important	Less Important
More Urgent	<p>Replace sewer main CR MM</p> <p>Reconstruct Tehama Street</p> <p>Construct water storage tank</p> <p>Enable freeway signage opportunities</p> <p>Establish plan w/funding agreements for brine ponds</p> <p>Upgrade SR32/M½ lift station</p> <p>Plan/implement full-time chief for fire department</p>	<p>Construct Recreation Trail: Linwood to Lely</p> <p>Construct park for Linwood subdivision</p> <p>Complete Broadband for library</p> <p>Rebuild Central St well house</p> <p>Install water meters at parks</p> <p>Redesign/update City website (Allocated)</p> <p>Establish Active Underground Conversion Plan</p>
Less Urgent	<p>Plan/prepare for future Public Safety Facility</p> <p>Construct Phase 1 of mechanic shop extension</p> <p>Security cameras for Rec Center/Lely Park</p> <p>Plan and secure funding for Streetscapes</p> <p>Replace 15 oldest fire hydrants (Measure A)</p>	<p>Plan SCADA for Sewer System</p> <p>Complete Fee Study Updates (DIF and Planning User Fees)</p> <p>Build Pump Track (Parks impact fees)</p> <p>Close East Street well, dispose of asset</p>

UNFUNDED OBJECTIVES, PROJECTS & CAPITAL OUTLAYS

Expenditures deferred pending availability of funding—not necessarily in order of priority

Funded in FY19 budget:

Open Library on Saturdays	GenFund operations	\$ 13k
Fund additional OPD position	GenFund	\$ 85k
Fund additional OPW position	Allocated	\$ 60k
Upgrade Carnegie library for ADA	Allocated	\$ 15k

Deferred to future years:

Housing Element Update (2019-20)	GenFund	\$40k?
Restore one castle restroom	GenFund	\$7500
Lift equipment for new shop extension	Measure A	\$ 15k
Welding shielding and related shop safety	Measure A	\$ 13k
Replace Building Inspector vehicle	GenFund-Building	\$ 25k
Upgrade softball fields fencing, grading	Parks – GenFund	\$ TBD
Welcome to Orland sign – east	GenFund	\$ 20k
Meter inflow at industrial ponds (customers to pay for it)	Industrial Pond Customers	TBD
GIS inventory for Public Works infrastructure	Allocated	\$ 5k
Flood & Fire Hazard Gen Plan Edit	GenFund -- Planning Project	\$ 5k

CITY OF ORLAND

2018-2019

DEBT OBLIGATIONS

City of Orland

Debt Obligations Fiscal Year 2018-19

Schedule of Payments

Date of Report: June 4, 2018

Issuer	Item[s] Financed	Original Loan Amount	% Rate	Loan End Date	FY 18-19 Payments	Payments allocated to funds:					Remaining Balance Jun 30 '19
						General Fund	Measure A - Safety	Gas Tax	Water	Sewer	
Bank of Mellon	Pension Bond	1,038,000	3.9	2019	184,121	142,481			26,031	15,609	-
Bank of Mellon	Pension Bond	1,270,200	4.4	2022	165,482	123,842			26,031	15,609	532,881
PNC	FD Ladder Truck	655,090	3.0	2022	153,395		153,395				271,603
Umpqua	OPW Equip	732,791	5.0	2022	160,932	12,875		94,950	25,749	27,358	523,028
Umpqua	Bucket truck	105,481	4.0	2022	17,244	6,898		1,724	4,311	4,311	53,257
Umpqua	OPW Equip	8,697	4.7	2023	1,861			620	620	620	6,831
Umpqua	Police Vehicles	227,986	4.7	2023	51,317		51,317				175,967
Umpqua	Blue Frog Project	854,101	5.0	2024	137,219					137,219	720,392
3CORE	5th St Parking Lot	115,000	3.0	2028	11,500	11,500					99,956
Umpqua	Energy Efficiency	866,000	3.0	2032	72,812	13,834			57,521	1,456	866,000
Umpqua	Solar Project	1,575,066	1.9	2032	115,458	31,174			43,874	40,410	1,575,066
SWRF	Eva Well	1,160,268	0.0	2048	38,676				38,676		1,160,268
Total:		8,608,680			1,110,017	342,603	204,712	97,295	222,813	242,593	5,985,248

Subtotals:	Pension	349,603
	Fire Dept	153,395
	Police	51,317
	Public Works Equip	180,037